

## 7 Allocate Expenses to LOAs

On the **Expected Expenses** screen, select at least one check box next to an expense, then select **Allocate** to open the **Allocate** screen, where you can add one or more LOAs to the trip request before you **Save**. If you added multiple LOAs, allocate the expense items as follows:

- Allocate by **Percent** of the total cost or a specific **Amount** by selecting the applicable button on the **Allocate** screen, then entering the appropriate percent or amount in the field next to each LOA before selecting **Save**.
- Allocating by **Date** or **Expense Type** starts on the **Expected Expenses** screen. Check the box next to each expense that you want to charge to the same LOA, then select **Allocate**. On the **Allocate** screen, select the appropriate LOA, and **Save**. Repeat that process until you've allocated all expenses.

You can also select **Save as Favorite** to create a short list of LOAs that you use frequently. On subsequent trips, you can then select **Favorite Allocations** to quickly find your saved LOAs.



## 8 Other Screens

Other screens contain additional options or information. Those marked with asterisks are view only unless stated otherwise.

- The **Request Header** screen identifies key facts about the trip and the Traveler.
- \*The **Request Timeline** screen tracks the document's approval progress.
- \*The **Audit Trail** screen tracks all document actions – reservations made, submissions, approvals, returns, and more.
- \*The **Allocation Summary** screen provides an overview of all the LOAs on the request and the total amounts allocated to each.
- \*The **Request Details** screen shows a summary of itinerary, reservation, and document history information. It also contains buttons that let you view the itinerary and cancel your trip request.

## 9 Alerts – Hard Stops and Warnings

Two types of alerts can be displayed on the **Expected Expenses** screen. If you have any alerts, they appear in a red or yellow bar at the top of the screen and in the expense item list at the bottom of the screen. They appear on other screens as well.

-  is a hard stop that stops you from submitting the document for approval. There are two types:
  - Some appear immediately when you take certain actions. They disappear as soon as you fix the error.
  - Some appear if an audit failure occurs at submission. If you fix it, the icon remains until you re-submit for approval.
-  is a warning that provides advice about certain situations or reminds you to take some action, such as verifying that you used the correct fiscal year LOAs. MyTravel allows you to submit with warnings. The Approver will also see them, so they can verify that you've adequately addressed them.

When you finish creating the trip request, if you've eliminated all the hard stops and sufficiently addressed all the warnings, select **Submit Request** at the top of the **Expected Expenses** screen. If MyTravel detects no audit failures, it sends the request to your Approver:

- If the Approver finds any errors in the document, they will return it to you for correction. Make all necessary corrections and re-submit for approval.
- Before approval, Recall the request if you need to make any changes.
- Approval gives you official permission to travel. After approval, contact the TMC if you need to change any reservations. Also contact the TMC if your flights are not ticketed 3 business days before travel.



## Create a Trip Request: Traveler Instructions

*A MyTravel trip request generates a cost estimate for TDY travel and obtains approval for you to take the trip as indicated. This trifold will help you create a basic trip request in MyTravel.*

For more information, see the [MyTravel Quick Start Guide for Travelers](#).

### 1 Pre-Travel Activities

As soon as your account is available, log onto MyTravel, and select **Profile** > **Profile Settings** to prepare your account for use:


- Review your profile and update all missing or incorrect info; contact an Employee Administrator to correct anything that is grayed out.
- Register and verify up to 3 email addresses to let you email receipts to MyTravel when needed.
- Add Government Travel Charge Card (GTCC) info to let you make reservations.
- Enter info for at least one POV to let you claim POV mileage.
- Activate e-receipts to let participating vendors email receipts directly to your MyTravel account.

### 2 Identify Reservation Needs

Before you go TDY, log into the [TravelBot](#) to find out whether you should use DTS or MyTravel to support this trip. If MyTravel does support the trip, and if you need any reservations, enter your reservation needs in the *Trip Search* area of the MyTravel home screen.

- Leave the **Type of Travel** at the default setting.
- Enter appropriate locations, dates, and times if you need the Travel Management Center (TMC) to book air or rail reservations.

- Check the box and enter requested information if you need the TMC to book rental car or hotel reservations.

 **Note:** Always enter your TDY destination address in the **Reference Point/Zip Code** field.

### 3 Reservation Notes

MyTravel identifies policy compliance for each available reservation. Green and blue items (✔, i) are fully allowed by the Joint Travel Regulations (JTR). Yellow items (⚠) require you to enter one or more reason codes and justifications. Red items (❗) are out of policy or unavailable and are therefore not selectable.

MyTravel also identifies whether each reservation vendor is a DoD preferred vendor, is FedRooms compliant, is e-receipt capable, and more. Pay close attention to these labels when selecting reservations.

After you select (and if necessary, justify) any reservation, a confirmation screen opens that displays key reservation details and lets you make additional choices (e.g., select airline seats, change payment type, accept a cancellation policy). Select **Next** on this screen to move forward.

### 4 Select and Confirm Reservations


Available reservations of the type you identified in the *Trip Search* section of the MyTravel home screen appear in the following order:

- Air/Train: Select a fare to put a hold on your selection, then select **Next** to move on. **Note:** You must select **Show Fares** first if multiple fares are available on a single carrier.
- Rental Car: Select a rate to put a hold on your selection, then select **Next** to move on.
- Lodging: Confirm or correct your TDY location, select **Show Rooms** or **Show Rates** to display available rates at a facility. After checking the cancellation policy, select a rate to put a hold on your selection, then select **Next** to move on.

On the next three screens:

- Review all your reservations, then select **Next**.
- Identify your **Trip Name**, **Trip Description**, recipients for the confirmation email, and whether you want to take advantage of early ticketing, then select **Next**.

- Review your entire itinerary, then select **Confirm Booking**.

 **Note:** If you fail to confirm your reservations within 24 hours, MyTravel will cancel all reservations you made in the system and make the request unusable. If you must travel, you'll have to start over.

### 5 Create the Trip Request


When you first create the trip request, the **Edit Request Header** screen opens. Check it for accuracy. Pay particular attention to:

- **Request ID:** If you need help desk assistance, they'll ask for this.
- **Request Policy:** It identifies the rules for this TDY. The default is **DOD Travel-to-Request w Offline PNR Update**. Change it to **DOD Government Funded Leave** if you are traveling for Emergency Leave, Rest and Recuperation (R&R), or Special Rest and Recovery (SR&R).
- **TDY Location – City:** It must display your actual TDY location.
- **Trip Purpose:** Select the appropriate option from the drop-down menu.

When you're done updating the screen, select **Save**.

### 6 The Expected Expenses Screen

The **Expected Expenses** screen displays next when you are creating a request – though it displays first when you open an existing request. It identifies the expenses you anticipate incurring on the trip.

 Pay attention to the approval deadline. If the Approver fails to approve your request by this time, you will lose your flight reservations and cannot continue processing this document.


This screen contains, from top to bottom:

- Buttons that allow you to submit, cancel, or close the trip request. You can also recall a submitted, but unapproved request or create an expense report from an approved request.

**Note:** Only two buttons can display at once, so you may have to select **More Options** to see all available choices.

- Links that provide access to other screens and tools. Closing any of those other screens, usually returns you to the **Expected Expenses** screen. Select:

- **Request Details** to see links that open the request header, request timeline, audit trail, allocation summary, and view request screens (see *Section 8*).
- **Print/Share** to print key request details, save it as a PDF, or email it as needed.
- **Attachments** to add, view, and delete supporting documents. You can only attach .PDF or image (.PNG, .TIF, .GIF, etc.) files. MyTravel converts all attachments to .PDF format.

-  ○ **Manage Travel Allowance** to add and update your per diem allowances.
  - The **Itinerary** screen initially reflects your travel itinerary. To get the correct per diem allowance, you must delete all locations where you are not eligible to receive per diem, such as layover locations. You must also update any arrival location that does not reflect your actual TDY location – for example, if you fly into Salt Lake City, UT, but are actually TDY to Ogden, UT.
  - The **Adjustments** screen lets you enter changes for each day of your TDY, such as noting any applicable leave days, special meal rates (e.g., provided meals), reduced OCONUS incidental rates, and actual expense allowances.

- Buttons that let you add, edit, and delete expenses so you can provide the best cost estimate possible, and to allocate your expenses to lines of accounting (see *Section 7*).
- The list of all currently entered expenses showing the key data for each one.

**Note:** An icon (💬) appears next to an expense if that expense contains any comments.